

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD MEETING  
May 25, 2017**

**PRESENT:** Larry Epstein, Patricia Finder-Stone, Corrie Campbell, Beth Relich, Melanie Maczka, Mary Derginer, Linda Mamrosh, Randy Johnson, Arlie Duxtater, Deborah Lundberg

**EXCUSED:** Bev Bartlett, Mary Johnson, Jessica Nell

**ALSO PRESENT:** Laurie Ropson, Debra Bowers, Devon Christianson, Christel Giesen, Kristin Willems, Diana Brown, Jennifer Hallam-Nelson, Jeremy Slusarek, Mary Plageman, Sandy Groeschel, Lisa J. Conard

The meeting was called to order by Chairperson, Epstein at 8:30 a.m.

**PLEDGE OF ALLEGIANCE:**

**INTRODUCTIONS:**

**ADOPTIONS OF AGENDA:** Ms. Lundberg/Ms. Mamrosh moved to adopt the agenda. **MOTION CARRIED.**

**APPROVAL OF MINUTES OF REGULAR MEETING OF April 27, 2017:**

Ms. Finder-Stone/Ms. Maczka moved to approve the minutes of April 27, 2017 **MOTION CARRIED.**

**COMMENTS FROM THE PUBLIC:**

None

**FINANCE REPORT:**

**A. REVIEW AND APPROVAL OF FINANCE REPORT – April 2017:**

Ms. Bowers referred to the 2017 Financial Highlights and ADRC Summary Report to demonstrate the expenses and revenues for the month of April.

Ms. Derginer/Ms. Lundberg moved to approve the Finance Report – April 2017. **MOTION CARRIED.**

**B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS:**

There were no restricted donations in April 2017. There was expenditure for the Asera Care dove release in April.

Ms. Maczka/Ms. Relich moved to approve the Restricted Donation Report. **MOTION CARRIED.**

**MOBILITY MANAGER REPORT- JENNIFER HALLAM-NELSON; MOBILITY COORDINATOR:**

Ms. Hallam-Nelson has been in the Mobility Manager position for 2 months. Ms. Hallam-Nelson shared her previous career experience with the board. Ms. Hallam-Nelson guided the ADRC Board of Directors through a PowerPoint presentation to review the newly created Green Bay Metro Travel Training program. This presentation will be used when training anyone coming into the travel training program. Ms. Hallam-Nelson shared that training can include the presentation only or a needs assessment can be completed for individuals and then be tailored to fits the individual needs of the person going through training.

Ms. Maczka inquired if brochures are printed in Spanish. Ms. Hallam-Nelson replied that she had just received the new brochures and they are not yet in Spanish, but shared that she speaks Spanish and also knows sign language.

Ms. Mamrosh asked if there are plans to braille bus routes and offered her assistance to meet with Ms. Hallam-Nelson to offer perspectives from a blind person using the bus system. Ms. Mamrosh also offered to introduce Ms. Hallam-Nelson to the travel trainer from the Office of the Blind for collaboration.

Additional discussion ensued.

Supervisor Campbell asked for quarterly reports including updates on transportation options in rural 9+ areas of Brown County. Ms. Hallam-Nelson responded that though the Travel Training program is specific to Green Bay Metro, she will be focusing on this topic and information will be forthcoming to the board.

#### **DIRECTORS REPORT:**

##### **A. Policy Approval: Public Records Request:**

Ms. Christianson referred to the draft printout of the Public Records Request Policy. Brown County is requiring each department to have a policy telling the public how to request access to ADRC records that are available to the public

Ms. Finder-Stone/Ms. Lundberg moved to approve the Public Records Request Policy. **MOTION CARRIED.**

##### **B. DCS Carryover Dollars-Temp Position with board approval for internal candidates to include students/interns:**

Ms. Christianson shared that the ADRC and the DCS role has done a good job of capturing federal MA claiming dollars. Because of this there is state dollars from 2016 available that the State of Wisconsin has approved to carry over to 2017. Ms. Christianson stated that she would like to add an additional staff person as an assistant to the Dementia Care Specialist. This position would assist with creating a new Memory Café located at the ADRC. It would also assist with memory screens, outreach and with any other support needed by the Dementia Coalition. This temporary position would go through the end of 2017.

Supervisor Campbell/Ms. Finder-Stone moved to approve the DCS Support temporary position job description as grant dollars allow and approval to consider internal candidates and/or current or past students/interns. **MOTION CARRIED.**

##### **C. County Executive Preliminary Budget Meeting:**

Ms. Christianson & Mr. Epstein referred to the handout from the May 16<sup>th</sup>, 2017 Brown County Executive Meeting to recap their discussion. Mr. Epstein shared that the Brown County Levy budget dollars will most likely be reduced for 2018. The nutrition, AddLife, Curative Day Care and Worker Registry programs rely on these dollars could potentially be affected from the reduction. Ms. Christianson explained that a more formal outline of the changes will be brought to the ADRC Board through the budget process. Ms. Christianson thanked Supervisor Campbell for always being sure to demonstrate to the Brown County Board all of the investment in the County Building used by the ADRC. Mr. Epstein shared that the news of having committed net assets already set aside for boiler and HVAC/Duct work was very well received at this meeting. Mr. Epstein then recapped some of the yet unknown potential decreases and the initial plan to mitigate them should they be realized and stated that administration of the 85.21

Transportation Grant will likely be moving to Brown County Planning. Ms. Christianson stated that per the WI State DOT, the ADRC is no longer able to administer the 85.21 program for transportation as the program is required to be administered by a Brown County department and/or a Brown County employee. Ms. Christianson has been meeting with potential county team members that can take over the program and maintain the integrity of the program. Brown County Planning has been very receptive.

Mr. Epstein shared that Mr. Streckenbach asked that the ADRC evaluate the mission and consider the most value added services and volume of people served when challenged with making decisions regarding the budget. Mr. Epstein suggested that a task force made of board members and staff be created to begin to evaluate this. Supervisor Campbell stressed the importance of the ADRC and the work for the aging population and suggested that the presentation to the County Executive to present the cost benefits of the ADRC programs to the county through the services and resources the ADRC provides rather than to provide a list of priority services. Ms. Christianson shared that it is just the beginning of the 2018 budget season and will need to wait for some decisions to be made before the ADRC budget decisions can be made. Ms. Christianson also shared that Mr. Streckenbach was not asking for a list to be presented to his office, but rather for the ADRC to consider all services so that when decisions need to be made, Ms. Christianson will be prepared to make them. Additional discussion ensued. Ms. Christianson asked that the taskforce be created after the June Executive & Finance Committee meeting when more concrete budget decisions are known.

**D. Aging Advocacy Day May 17<sup>th</sup>, 2017:**

Ms. Christianson thanked all who attended a successful Aging Advocacy Day in Madison, WI at the Capital. There were 200 people this year, a big increase from just 50 last year.

**STAFF REPORT: AddLife Center Jeremy Slusarek:**

Mr. Slusarek shared updates from the AddLife center and highlighted the Honoring Elders project which was a partnership with students from Aldo Leopold and ADRC Seniors. The students interviewed and photographed the seniors then went back to school and created a book to document their experience. Additionally there was a reveal night with a catered meal along with a presentation of the project to the community. This was a very well attended event including from news stations in the community. Mr. Slusarek shared an example of one of the books with the ADRC Board. Mr. Slusarek shared the community relationships being created such as with the Auto Gallery; Captain's Walk and the Green Bay Police Department. All are partnering to have an auto show on Adams St. in June. Another partnership is with the Ashwaubenon Community Center, where the Cinco de Mayo dance program took place in May. The ADRC continues to work with the YWCA and the Pickle Ball program is held on Wednesdays at the "Y". Mr. Slusarek also mentioned the front desk staff and thanked them for their support of the agency highlighting that there has been no turn-over in the group. Mr. Slusarek then introduced Mary Plageman to provide an update on the Grounded Café'. Ms. Plageman shared that since she has started with the ADRC in January, she has been able to order and install equipment for the café. The ADRC also received final approval for volunteer workers from Curative Connections to work on the congregate meal program and also in the café. These volunteers are also assisted by, Missy, a job coach from Curative to be sure that the volunteers have the support they need. They started training on May 15, 2017. Ms. Plageman shared that the training and experience provided to them will hopefully allow them to secure employment in the community. Ms. Plageman announced that the café' will have a soft opening on June 1, 2017. "Grounded" will be open M-F from 7 AM to 1 PM. It will also be open for the Auto Show (and Farmer's Market) on June 17<sup>th</sup>, 2017. Ms. Plageman looks forward to the future success of the Café. Ms. Christianson reminded all that Grounded Café' is open to the public and

encouraged Board members to invite friends and family to stop in. Supervisor Campbell asked that flyers be shared with city and county offices so that they know about the Café. Ms. Christianson agreed and said the ADRC will schedule a grand opening for the café in the next couple of months. Ms. Campbell suggested that Ms. Plageman reach out to UW Extension as a resource.

**LEGISLATIVE UPDATES:**

**ANNOUNCEMENTS:**

Ms. Willems stated that if applicable, board members were given outstanding required documents such as Confidentiality Policy, Conflict of Interest Policy and HIPAA testing. Please complete, sign and turn in to Ms. Willems when possible.

**NEXT MEETING** – July 13, 2017 is the next full ADRC Board Meeting. June 22, 2017 will be the Executive and Finance Committee Meeting, it is not required but everyone is invited.

**ADJOURN:** Ms. Lundberg/Ms. Derginer moved to adjourn the meeting. **MOTION CARRIED.** The meeting adjourned at 10:25 a.m.

Respectfully Submitted,  
Kristin Willems,  
Administrative Specialist